

Project: Heating, Ventilation, Air Conditioning and Refrigeration, Mechanical Equipment Maintenance and Repair Services
Date: April 1, 2024

RE: Addendum #3
of Pages: 4

The following revisions and/or clarifications are to be made to the request for proposal (“RFP”) document for Heating, Ventilation, Air Conditioning and Refrigeration, Mechanical Equipment Maintenance and Repair Services. They are the result of questions asked prior to the deadline of March 25th, 2024, 4:00 p.m.

Revisions:

Section VIII of the RFP states:

VIII. BONDING

Payment and performance bonds will be required for this Project. Provide a letter from your surety(ies) stating that you are able to provide a payment and performance bond as required by the Standard Form of Contract in Exhibit F.

This is hereby amended to read:

VIII. BONDING

Payment and performance bonds are not required for this Project.

Questions & Answers:

1. Are there any additional documents other than what is posted on New York State Contract Reporter that we should have access to?

Addenda to the Request for Proposals document are posted to the BCPA website here:
<https://bpca.ny.gov/apply/rfp-opp/>

2. Is parking available?

BPCA is unable to provide or guarantee the availability of parking, but will endeavor to assist with parking to the extent that it is able and in its sole discretion on a case-by-case basis.

3. What are BPCA’s operating hours?

BPCA maintenance staff capable of providing access or direction as needed are generally onsite from 7:30am to 4pm.

4. Is the vendor expected to dispose of waste (dirty filters, etc.).

Yes.

5. Does the vendor need an onsite escort?

No. The selected Proposer shall coordinate service visits with the BPCA Project Manager and check in upon arrival in order to receive temporary access to locked areas as appropriate, and can perform non-emergency work during normal business hours of M-F 7:30am to 4:00pm.

6. Is all the equipment BMS controlled?

All equipment other than West Thames Bridge and the offices at 200 Liberty Street are BMS controlled. There is a plan to install a BMS system at 200 Liberty St during the term of this contract, but that is not guaranteed.

7. What are the MERV ratings for the air filters?

The MERV ratings will need to be field verified by selected vendor for most of the locations, however the 75 Battery location uses MERV 7, 11 and 13.

8. Can materials be stored onsite?

BPCA will not store job boxes or tools, however BPCA may allow the selected Proposer to store certain spare parts on-site at its sole discretion on a case-by-case basis, subject to written approval and availability of space.

9. Will there be a list of all work provided for each onsite visit?

Proposers should follow the Scope of Work for both routine maintenance and requirements for on-call repairs as outlined in Exhibit A: Scope of Work, Section III, Routine Inspection and Maintenance.

10. Can I just supply the materials?

No. Certain material, such as necessary filers and belts for the mechanical equipment, will be provided by BPCA for installation by the Proposer as part of the Work. All other necessary parts and equipment for routine and non-routine maintenance must be supplied and installed by the Proposer as applicable in accordance with the Scope of Work and as directed by the Authority.

11. Will there be a warrantee required on work?

No, however the selected Proposer is expected to provide quality and professional technicians to perform the work and adhere to industry standard work.

12. Are there liquidated damages on this contract?

Liquidated damages may be assessed for failure to meet the prescribed diversity goals relating to the use of MBE and WBE firms. Please refer to Exhibit D, specifically the section titled Business Participation Opportunities for MWBEs, as well as Exhibit E, Section 26(g) for more information on liquidated damages.

13. Will incomplete proposals be considered?

No. Only complete Proposals will be considered to be responsive.

14. Can we charge for travel time?

No. All travel costs should be accounted for in the cost proposal, which should be submitted in the format found in Exhibit B.

15. Are filters provided or does the vendor provide filters?

As stated in Exhibit A: Scope of Work, General Considerations, necessary belts and filters for mechanical equipment will be provided by the Authority for installation by the Proposer as part of the work.

16. Are the VFDs that control the pump motors part of the scope of work?

Yes.

17. Who is the incumbent?

BPCA does not provide this information as part of the procurement process.

18. Is only the winning bidder required to have a bond? How is the bond built into the cost?

After review, BPCA is removing the requirement to obtain payment and performance bonds for the Scope of Work reflected in the RFP.

19. Are any permits needed for work?

No BPCA-issued permits are required for the work on site. BPCA is required to abide by City and State regulations and to the extent that permits from local authorities such as the Department of Buildings or FNDY are required, it is the Proposer's responsibility to identify and comply with those requirements..

20. Is the chiller at 75 Battery the only chiller?

Yes, the 75 Battery chiller is the only chiller covered by the Scope of Work.

21. Do any of the sites have contractor parking?

See the response to Question #2.

22. Can we store spare belts and filters on site?

See the response to Question #8 and #15

23. Can we use the remaining belts and filters on site before ordering new?

See the response to Question #15

24. Will we have full access to all equipment, we will be provided an escort or temporary access card?

The selected Proposer shall coordinate and schedule service visits with the BPCA Project Manager and check in upon arrival in order to receive temporary access to locked areas as appropriate and can perform non-emergency work during normal business hours of M-F 7:30am to 4:00pm.

25. Do we need to remove used/dirty belts and filters from site?

See the response to Question #4.

26. Is there a Metrex schedule to follow?

See the response to Question #9.

27. What are the operating hours?

See the response to Question #3.

28. Do you have a full belt and filter material list?

No, BPCA does not have a full list of parts or consumables for all equipment.

29. In the RFP Bid package Page 8 mentions that we can find the Bond standard form contract in Exhibit F. The Package only seems to go up to exhibit E on page 97, then jumps to exhibit A, is exhibit F missing? If not, could you let us know where we could locate Exhibit F.

See the response to Question #18 as well as the Revisions section above.

30. page (12) section A-1, mentions a preliminary inspection and report. This is referenced again in exhibit B with a chart. Can you give us clarification, are we supposed estimate a price on doing an initial survey on the equipment listed in the contract?

Table A in Exhibit B should contain the costs for all services as listed in Section II of Exhibit A.